

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Department of Finance/BSO
915 L Street
Sacramento, CA 95814

Employee Name	MATOSANTOS, Ana
Expense Dates	03/11/09-03/13/09
Total Expense Amount	629.62
Amount Due Employee	629.62
Form ID	TEA000427956

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/11	O/S Taxi Fare	55.00 X	
2)	03/12	O/S Lodging	239.31 X	
3)	03/13	O/S Lodging	239.31 X	

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DEPARTMENT OF FINANCE
BUSINESS SERVICES

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

CLAIM EXCEPTION(S)			
	Item	Exception	Response
1)	#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Yes

I have reviewed the following documents.

Approved
by:

/s/ Fred W. Klass

Fred W Klass

approved
4/7/09
FW

Travel & Expense Account Summary

Employee Name Ana MATOSANTOS
Expense Dates 03/11/09-03/13/09
Report Name Washington DC

Request Total \$ 629.62
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 629.62

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Washington DC	629.62

NOTE: (d)=Direct Charge

DATE	Wed Mar 11	Thu Mar 12	Fri Mar 13							TOTAL
O/S Dinner	18.00	18.00								36.00
O/S Lunch	10.00	10.00	10.00							30.00
O/S Taxi Fare	55.00									55.00
O/S Incidentals	6.00	6.00								12.00
O/S Breakfast	6.00	6.00	6.00							18.00
O/S Lodging		239.31	239.31							478.62
TOTALS \$	95.00	279.31	255.31							629.62

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Wahsington	03/11/09	O/S Dinner	18.00	Cash
Regular Travel	Wahsington	03/11/09	O/S Lunch	10.00	Cash
Regular Travel	Wahsington	03/11/09	O/S Taxi Fare	55.00	Cash
Regular Travel	Wahsington	03/11/09	O/S Incidentals	6.00	Cash
Regular Travel	Wahsington	03/11/09	O/S Breakfast	6.00	Cash
Regular Travel	Wahsington	03/12/09	O/S Lodging	239.31	Cash
Regular Travel	Wahsington	03/12/09	O/S Dinner	18.00	Cash
Regular Travel	Wahsington	03/12/09	O/S Lunch	10.00	Cash
Regular Travel	Wahsington	03/12/09	O/S Breakfast	6.00	Cash
Regular Travel	Wahsington	03/12/09	O/S Incidentals	6.00	Cash
Regular Travel	Wahsington	03/13/09	O/S Lodging	239.31	Cash
Regular Travel	Wahsington	03/13/09	O/S Lunch	10.00	Cash
Regular Travel	Wahsington	03/13/09	O/S Breakfast	6.00	Cash